

☐ UNCLASSIFIED
 ☐ INTERNAL USE ONLY
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 ☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Administrative Staff

EXTENSION

NO.

STAT

DATE

27 October 1981

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

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Completed 12/11/81

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DCI/ICS-81-2994
27 October 1981

25X1 MEMORANDUM FOR: []/CLLS
25X1 FROM: []
Chief, Administrative Staff, ICS
25X1 SUBJECT: Conference [] 6-7 January 1982

25X1 1. This memorandum confirms conversations between []
25X1 [] and our staff.

25X1 2. We have reserved the first floor conference room []
for your 6-7 January conference. Please furnish this office with
the following information not later than 11 December:

a. Full names and social security numbers of all
attendees (GS grades would be helpful if preferential
housing accommodations are desired).

b. Arrival and departure times (please indicate
whether individuals will be taking meals upon arrival
and prior to departure).

c. Special requirements such as visual aids, vugraphs,
projectors, typewriters, and special storage, if necessary.

d. Conference room setup preferred (auditorium style,
table and 8 chairs, etc.).

e. Special services desired (morning and afternoon
coffee breaks--recommended at 0930 and 1430; cash bar
set up for cocktail hour--recommended from 1630 until
1800).

f. Mode of transportation of attendees (POV or bus).

g. Point of contact who will be responsible for
administrative matters during the conference.

25X1 3. If you have Community participants attending your
conference, please reserve 15-20 minutes at the start of your
first day for a special briefing by [] Security Officer.

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25X1 4. Meals are taken in the Mess Hall, [] in accordance with the following schedule:

Breakfast	0700-0815
Lunch	1200-1300
Dinner	1730-1815

25X1 5. Driving time from the Headquarters Building [] is approximately 1 hour--directions are attached. Parking facilities will be reserved for conferees, and you will be directed to parking and quarters by the Guard.

25X1 6. Admission to the base will be accomplished by giving your name to the Guard, who will check against the list of those attending the meeting. Should the [] Guard request that you display your Headquarters Badge, you should comply. The
25X1 Headquarters Badge will not be worn or displayed [] unless it is requested for identification purposes.

7. Quarters assignments will be obtained from the Guard. Bed linens, towels, and soap are furnished.


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11. Lounge areas are equipped with TV and card tables. Volleyball, horseshoes, pool, ping pong, and tennis courts (24 hour) are available. A gymnasium is also available and equipped

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for basketball, volleyball, badminton, shuffleboard, tether ball, exercise rings, golf net, etc. If you desire to use this facility, please take your tennis shoes. If a Conference is being held in the Gym, it will not be available for recreation.

25X1

12. Please ensure that conferees are given this administrative information prior to going 

13. The Admin Staff will be coordinating the details of your conference arrangements. We hope your conference will be a success, and we will do our part to assist you in any way we can.

25X1



Attachment
As Stated

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Page Denied